



## **423 POLICY – Background Checks**

### **423.1 Statement of Policy**

Redlands Community College conducts pre-employment background checks to promote a safe environment for employees, students, visitors, and the assets of the College. This will assist those hiring to make prudent employment decisions based upon comprehensive job-related information.

All background checks will comply with all applicable federal and state laws.

Adopted July 2014



## **423 PROCEDURE – Background Checks**

### **423.1:1 Statement of Procedure**

As part of the process of weighing applicant qualifications and determining his/her suitability for open positions, Redlands Community College requires background checks before extending an offer of employment. Employment is contingent upon the satisfactory results of the background check.

### **423.1:2 Initiation**

All applicants for employment with Redlands Community College are asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form is no longer considered eligible for employment. Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records, if requested.

Once a qualified and acceptable candidate is identified, the Department that wishes to hire the candidate will arrange a background check with the Human Resources Department. Upon confirmation that the background check has been returned and verified for employment with satisfactory results, the Human Resources Department will then extend an offer to the candidate at an hourly or annual salary rate (dependent upon position status) as agreed on by the Department and the Vice President over the department.

### **423.1:3 Results**

The background check will include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. Redlands Community College will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above. The background check may also include criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made. Additional checks such as a driving record or credit record may be made on applicants for particular job categories if appropriate and job related. If an applicant is denied employment in whole or in part because of information obtained in his/her background check, the applicant will be informed of



this and given the name, address, and phone number of the screening provider to contact if she/she has specific questions about the result of the check or wants to dispute its accuracy. Any applicant who provides misleading, erroneous or willfully deceptive information to Redlands Community College on an employment form, resume or in a selection interview is immediately eliminated from further consideration for employment with Redlands Community College.

#### **423.1:4 Determination on Background Checks**

The President determines the agency in which to conduct all background checks for Redlands Community College. The President also determines what positions will be subjected to background checks based on the classification or the importance of the position.

Adopted July 2014